



Supply

**BATCH MODE PROCESSING PROCEDURES:
DAILY, MONTHLY, QUARTERLY,
SEMIANNUAL AND ANNUAL REPORTS
AND LISTINGS**

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This supplement implements and extends guidance of Air Force Manual (AFMAN) 23-110V2PT2CH5, *Batch Mode Processing Procedures: Daily, Monthly, Quarterly, Semiannual and Annual Reports and Listings*. This supplement describes AFSPC's procedures for use in conjunction with the basic AFMAN. It applies to all AFSPC activities operated or supported by the USAF Standard Base Supply System (SBSS). This supplement does not apply to Air Force Reserve Command and Air National Guard units.

SUMMARY OF REVISIONS

Corrects paragraph numbering. Deletes paragraphs 5.2.1, 5.3.2.3, 5.3.3.2.3.4 and Attachment C-30 and the file designation in Attachment 5C-32 paragraph 5C32.7.3.3. Specifies types of details in 5.3.1 for which the Supply Users Report Generator (SURGE) program will be used and adds MAJCOM requests to paragraph 5.3.3.2.3.3 and nonrecurring requirements to paragraph 5.3.3.2.3.3. Note.

5.3.1. Conservation of valuable computer resources is a primary concern with Transaction Interface Processor (TIP) processing. When evaluating production control scheduling, TIP processing should be given the highest priority. Every effort should be made not to degrade in-line capabilities of the Standard Base Level Computer. Process those programs that can most affect TIP processing, that is, Query Language Processor (QLP) and SURGE during other than prime time. Prime time is 0700-1600 (local time), Monday-Friday, except holidays. Whenever possible use QLP to provide data in lieu of SURGE. When the requirement is to look at multiple details and certain item record information, use SURGE. However, use QLP to build the files for SURGE to read.

5.3.3.2.3.3. NOTE : Submit all recurring requirements on AF Form 2011, **Base Supply ADPE Work Request**, with the following exceptions:

1. Auditor or inspector general requests.

2. Staff assist visit requests.
3. MAJCOM Requests.

5.4.2.2. NOTE: Each customer is required to send a letter to the computer operations element designating their desired method of distribution, that is, customer pickup, the Base Information Transfer System (BITS), e-mail, web page or other electronic means. Use BITS for distribution of products not picked up by the customer within two workdays.

ATTACHMENT C32:

MONTHLY BASE SUPPLY MONAGEMENT REPORT M32/NGV808

C32.7.3.3. Transfer M32 files to HQ AFSPC/LCRPS after end-of-month processing has been completed. The FTP process will be used to transfer files until the Integrated Logistics System-Supply (ILS-S) comes on line.

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